

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-102-04  
OCTOBER 1, 2003***

***Human Resources  
Awards***

***SUPERVISORS' RECOGNITION OF NOAA FISHERIES EMPLOYEES***

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[Approving Authority title]



**NOAA Fisheries**

**National Marine Fisheries Service**



## **SUPERVISORS' RECOGNITION OF NOAA FISHERIES EMPLOYEES**

- ◆ Special Act or Service Award
- ◆ Cash-in-Your-Account Award
- ◆ Time-Off Award
- ◆ On-the-Spot Award

### **Special Act or Service Award**

Presented by the Assistant Administrator of Fisheries, or by a re-delegated subordinate supervisor, to a NOAA Fisheries employee or group of employees in recognition of contributions to the efficiency, economy, or effectiveness in accomplishing mission goals and activities.

#### **Eligibility**

All federal employees of NOAA Fisheries possessing current performance ratings of "Meets or Exceeds" or "Eligible."

#### **Factors Considered (examples)**

- ◆ Completing an absent co-worker's major assignment with exceptional skill;
- ◆ Directing a team effort with exceptional skill and sensitivity;
- ◆ Handling an unforeseen problem with minimal disruption to the organization;
- ◆ Improving products or services using innovative solutions or new technologies;
- ◆ Maintaining exceptional productivity during a period of time;
- ◆ Saving significant money for the organization or government as a whole; and/or
- ◆ Stream-lining a process to fulfill NOAA Fisheries' mission more effectively.

The achievement is characterized by a defined effort as opposed to sustained performance throughout an entire performance appraisal period. *For employees covered by the Demonstration Program performance plan, however, the award is given at the end of a performance cycle with a performance bonus.*

#### **Nomination Package**

- **Completed Form CD-326**, Recommendation for Recognition, including a justification in Block 8 that describes the significance of the achievement; its scope, extent, and savings (if applicable); how it exceeded normal performance expectations; its impact on work, goals, and/or mission of NOAA Fisheries; its magnitude in relation to the employee's responsibilities; and the period of time covered.

Copies of CD-326 are available at the following web site:

## **Award**

Commemorative plaque and/or Certificate and a monetary award not to exceed \$5,000.

## **Cash-in-Your-Account Award**

Presented by supervisors to employees who are going the extra mile in performing a specific task.

### **Eligibility**

NOAA Fisheries employees, with the exception of those in the Senior Executive Service and NOAA Corps officers, assigned to NOAA Fisheries' offices.

### **Nomination Package**

- **Completed Form CD-326N**, NOAA Cash-in-Your-Account, including a justification of 10 lines or less in Block 8. Copies of CD-326N are available at the following web site: <http://www.rdc.noaa.gov/~hrmo/forms.htm> .

## **Award**

Monetary awards ranging from \$50 to \$500 at \$50 intervals for a single award. An employee may not receive more than \$1,000 during a single calendar year.

## **Time-Off Awards**

Presented by supervisors to employees to recognize achievements when it is more appropriate than monetary or honorary awards.

### **Eligibility**

- NOAA employees assigned to NOAA Fisheries' offices, with the exception of those who are appointed, intermittent, paid by a fee, a member of the Senior Executive Service or a NOAA Corps officer.

### **Nomination Package**

- **Completed Form CD-326**, Recommendation for Recognition, including a justification of 10 lines or less and the amount of time-off in Block 8. Copies of CD-326 are available at the following web site: <http://www.rdc.noaa.gov/~hrmo/cd-326LF-AC.doc> .

## **Award**

Time-off or “excused absence” that is proportionate to the value of the recognized contribution. Award periods in excess of one full day must be approved by an official higher in the organization than the award initiator. Awards range from a half-day of scheduled work hours up to 40 hours and cannot exceed 80 hours in a given leave year.

## **On-the-Spot Awards**

Presented by supervisors to employees whose day-to-day efforts contribute “in a special way” to getting the job done.

## **Eligibility**

NOAA Fisheries employees, with the exception of those in the Senior Executive Service and NOAA Corps officers, assigned to NOAA Fisheries’ offices.

## **Nomination Package**

- **Completed Form CD-326**, Recommendation for Recognition, including a justification of 10 lines or less in Block 8. Copies of CD-326 are available at the following web site:  
<http://www.rdc.noaa.gov/~hrmo/cd-326LF-AC.doc> .

## **Award**

Informal recognition items, often merchandise-type, that may include the NOAA Fisheries’ logo.